

MINUTES – JUNE 26, 2012

The Caswell County Board of Commissioners reconvened its meeting at the Historic Courthouse in Yanceyville, North Carolina at 5:30 p.m. on Tuesday, June 26, 2012. Members present: Nathaniel Hall, Chairman, Cathy W. Lucas, Vice-Chair, Jeremiah Jefferies, Kenneth D. Travis and N. Kent Williamson. Absent: William E. Carter and Gordon G. Satterfield. Also present: Kevin Howard, County Manager and Gwen Vaughn, Finance Director. Paula P. Seamster, Clerk to the Board, recorded the minutes.

MOMENT OF SILENT PRAYER

Chairman Hall opened the meeting with a Moment of Silent Prayer.

BUDGET WORKSHOP

Chairman Hall stated “The Unified Development Ordinance proposal, I know we had talked about this but I don’t remember what the discussion was.” Mr. Howard responded “The discussion was you had mentioned discussing it during the budget process and it never got discussed. I just wanted to put it back in front of you. It does not have to be discussed tonight.” Chairman Hall continued “On this Unified Development Ordinance we starting talking with Commerce about 2 years ago on this?” Mr. Howard responded “Yes sir.” Chairman Hall stated “They told us a little while ago that we needed to get someone else to do it. Theoretically this should have probably been included in your budget.” Mr. Howard responded “The Planning Department’s budget. It was not in the proposed budget because we did not get the actual proposals until May that is why it was not in the proposed budget.”

Commissioner Lucas stated “Chairman Hall it is a very important issue. The Board has entertained the possibility of doing it. There has been work put into the effort. I am concerned that the ordinances are not codified and those ordinances are particularly dealing with land use. If they are challenged in court that is a great concern to me. I regret that we did not talk about this during the budget.” Chairman Hall responded “That is both of our concerns. I think we all agreed that this was something we needed to do.”

Commissioner Travis asked “Did you say it was \$35,000?” Mr. Howard responded “If you did both sections of it.”

Commissioner Jefferies asked “Are you talking about adding another \$35,000 to the budget?” Mr. Howard responded “No sir. I think this is something we can discuss later.” Chairman Hall responded “We need an additional \$35,000 to move forward with this. We can do one of several options; we can put it on the agenda for Monday night and decide what we want to do. We did not discuss it at all during the budget workshops.”

Commissioner Travis stated “I am going to be the same with this as I was with the Sheriff’s Department. If we think we are going to spend this money we need to put this money in this budget. I would hate to pass the budget and turn around and remove \$35,000 from the budget and say we passed the budget that does not make good sense.” Mr. Howard responded “In all

honesty, when you look at our budget \$35,000 and each year we put \$100,000 to \$200,000 in fund balance each year. If you budget fund balance to balance the budget to fund this project it is a good chance you would not pull money out of fund balance next year to do it.” Commissioner Travis continued “I am the type of person that likes a sure thing on things like that.”

Commissioner Jefferies asked “How much is in contingency?” Mr. Howard responded “We have \$22,000 in there.”

Commissioner Lucas asked “Kevin do you have the total that we over budgeted last year in our audit? I think it was about \$599,000 is what it showed in the audit.” Mr. Howard responded “What you are saying is...” Commissioner Lucas continued “We exceeded expenditures \$599,000 maybe I used the wrong terminology.” Mr. Howard responded “It also says we put that much in fund balance. You have to break that money down depending on where that money is at. Some of that could have been for projects that we got grant money. It could have been several things.” Commissioner Lucas asked “So are you saying the \$599,000 did not go towards fund balance?” Mr. Howard responded “No ma’am it did not. They broke that down. It was about \$200,000 that went towards fund balance. If you have a grant project and you get \$500,000 from the grant project and you only spend...” Commissioner Lucas stated “I understand that.” Mr. Howard responded “I just want to make sure that everybody does.”

Commissioner Travis asked “What are we going to do about this here?” Chairman Hall responded “My initial question was if we were going to discuss it but since we are discussing it we need to make a decision on it.” Commissioner Travis continued “I still say if we think we are going to spend it we need to put it in the budget. If we don’t put it in the budget as far as I am concerned we don’t need to talk about it Monday night, that is my opinion. I think when this budget is passed everything needs to be in it. We can’t help if a roof blows off but if we know we are going to spend something we need to budget it before we pass this budget.”

Mr. Howard stated “I am just saying I am comfortable with what we have in fund balance to budget \$35,000, if we took any of it we would not take all of it from the fund balance at the end of the fiscal year. I would really hate to adopt a budget if every year we finished right on the nose because one year you are not going to be able to do that, something is going to happen.”

Chairman Hall asked “What are the options for the \$35,000?” Commissioner Travis responded “You have two options you can either tax people for it now or take their money that they have already paid in taxes out of fund balance. You have two choices or you can cut something out of the budget to take care of the \$35,000 so you really have three choices.”

Commissioner Jefferies asked “What is your choice?” Mr. Howard responded “My suggestion would be to use the \$35,000 to balance the budget from fund balance.” Commissioner Jefferies continued “So you mean now or later?” Mr. Howard responded “When you adopt the budget appropriate \$35,000 in fund balance.”

Commissioner Travis moved to get the \$35,000 in the budget before it is passed. I am not sure where we will get it from whether from fund balance or to cut something out of the budget. The motion dies due to a lack of a second.

Commissioner Williamson moved, seconded by Commissioner Jefferies to take the \$35,000 from fund balance and to include it into the budget.

Commissioner Lucas asked "Chairman Hall the other option was not to do anything until after this budget is adopted and address it later. Is that not an option?" Chairman Hall responded "Not doing anything is always an option." Commissioner Lucas continued "Well since we did not discuss it during the process." Mr. Howard responded "I take full responsibility for that. It was asked to be."

Upon a vote of the motion, the motion carried by a vote of three to two with Commissioners Lucas and Travis voting no.

Chairman Hall stated "Now staff, tell us how this is going to look in the budget." Mr. Howard responded "We will add the expense for the \$35,000 and then show an appropriate amount in fund balance for \$35,000."

Chairman Hall stated "The next order of business is an approval of the purchase of a van for JCPC. A couple of weeks ago they were made aware by the state that these dollars were made available for this purchase."

Commissioner Travis asked "They have the money to do this?" Mr. Howard responded "Yes it is 100% state funds. It was actually extra funds in that program at the state level. When they have that each local JCPC board can make a request for certain items. It just has to be done before the end of the fiscal year. It was just finalized last week."

Commissioner Lucas asked "What exactly will the van be used for?" Mr. Howard responded "Any county department can use it but it will be primarily for JCPC. They will use it to take kids to camp or to a program somewhere." Commissioner Lucas continued "They have been utilizing CDOT for that?" Mr. Howard responded "No they have been using the extra van we have back here and they have used CDOT some."

Commissioner Travis moved, seconded by Commissioner Jefferies to approve the purchase of a van for the JCPC with state funds.

Commissioner Lucas asked "The reason we are just getting this tonight is because you just received it correct?" Mr. Howard responded "We have been talking about it for two or three week but we did not get the finalization on it until last week."

Upon a vote of the motion, the motion carried by a four to one vote with Commissioner Lucas voting no.

Chairman Hall stated "EMS Department. There were some discussions about overtime that came up and part time." Mr. Howard responded "He just called me and he was going to the fire. He said he is going to be a few minutes late." Chairman Hall responded "He may not make it."

Commissioner Travis asked "Do you have the answers on this?" Mr. Howard responded "We sent out some information to you earlier about it. I feel like it would be better coming from him because you may have some questions on it that I cannot answer. He was trying to explain where they had to fill for the overtime hours and why they spent so much this year."

Commissioner Williamson asked "On the schedule I did not quite understand it. He showed an A and a B and the C I did not see the reset of it. Did I miss something?" Commissioner Lucas asked "Is this what you are talking about?" Commissioner Williamson responded "Yes. I must have had it too small. How do you do an A, B and a C and not have a D to schedule 12 hour shifts?" Mr. Howard responded "They work 24 hour shifts. They are 1 on and 2 off so that is how that rotation works. They are there for 24 hours. We work 2 ambulances 24 hours a day and 1 ambulance that is manned just during the peak hours or the peak call hours."

Commissioner Williamson continued "So they are actually working 24 hours?" Mr. Howard responded "Yes sir." Commissioner Williamson asked "Is that legal?" Chairman Hall responded "They have a sleep in facility so they are actually there on call." Mr. Howard stated "Some places have gone to 12 hours shifts. I am not sure how many still do 24. It requires significantly more personnel to do the 12 hour shifts so there is a higher cost to do 12 hour shifts." Chairman Hall stated "Again we need to look at that because we have been told over the last several years that they were going to do some things to reduce cost. One of the things that came up a few weeks ago was there was a time when no one was there to go on a call. We will have to come back to this to really have a discussion with EMS."

Chairman Hall stated "The final item on here is the discussion of the budget and the approval of the budget ordinance. Any final questions for staff?" We made one change."

Mr. Howard stated "What will change on yours is on the first page under General Fund A. Appropriated Fund Balance the \$35,000 will be added there and then we will add the expense in the Planning Department under Consultant Services for \$35,000."

Commissioner Lucas asked "What is included in that now, the three sixty-four eight zero six?" Mr. Howard responded "That is fund balance appropriated by the Health Department and the Sheriff Department."

Ms. Vaughn stated that this would change the Planning budget to \$96,767. The total general fund on the expense side would be \$21,683,275. Those are the two places that will have to change.

Commissioner Lucas asked "Gwen could you go back to Appropriated Fund Balance. What exactly is in that, if you don't mind?" I see the CDOT \$120,195 is that included?" Mr. Vaughn responded there was paying for the parking lot at \$55,000 and 2 van replacements for \$68,450."

Chairman Hall asked "Are there any other questions or comments for staff?"

Commissioner Lucas stated "I am still waiting on the total for \$364,806." Mr. Howard responded "We thought you were asking for the total for CDOT. The CDOT is not in that total. It is separate. It is the Health Department which is right at two hundred thousand. \$91,000 for the Sheriff's office which was the program he started back in January. \$17,000 from the Police fund. We moved that into the budget to cover some of those expenses this year." Mr. Vaughn added "The Sheriff's Office is \$108,280 and the Health Department is \$256,526."

Commissioner Lucas continued "On the breakdown on expenditures on the changes for the COLA for the non-departmental COLA." Ms. Vaughn responded "The full amount is in there for \$232,871." Commissioner Lucas asked "And that is all ad valorem taxes, is that right?" Ms. Vaughn responded "Yes." Chairman Hall asked "Let me make sure I understand the question, some of that will be applied to other departments, right? We started with two twenty-something." Ms. Vaughn responded "The \$232,871 is strictly fund 100." Commissioner Lucas asked "Well shouldn't that be applied to CDOT and..." Chairman Hall responded "That has already been applied." Commissioner Lucas stated "I am talking specifically about the raise. Do those dollars come from those funds instead of ad valorem taxes?" Mr. Howard responded "They do." Commissioner Lucas continued "That was my question, the \$232,871 if that is all ad valorem taxes then the raise is not coming from the funds." Ms. Vaughn responded "That figure is all general funds Fund 100. Anything starting with fund 200 is not included in those totals." Commissioner Lucas asked "So all of their budgets have changed?" Ms. Vaughn responded "Yes." Commissioner Lucas continued "For salary line items for their raises." Mr. Howard responded "Yes." Ms. Vaughn responded "One change is you specified \$1000 salary increase for all full time employees and \$500 for part time employees." Commissioner Lucas stated "Prorated." Mr. Howard responded "Yes. That is what we wanted to make sure of. That the part time employees were to be prorated."

Commissioner Williamson moved, seconded by Commissioner Travis to approve the Budget Ordinance as revised tonight. The motion carried by a vote of three to two with Commissioners Jefferies and Lucas voting no.

Chairman Hall stated "That concludes our business for tonight."

Commissioner Lucas asked "Chairman Hall just a quick question. It is irrelevant about EMS then? We are not going to discuss it." Mr. Howard responded "I can have him come to the next meeting." Commissioner Lucas continued "No it not necessary for me. I don't know about the rest of the Board." Commissioner Williamson responded "It is, I think. They still need to answer the questions." Mr. Howard stated "He planned to be here. He just had to go on an emergency call." Mr. Howard stated "I can put it on the agenda for Monday night if you would like." Chairman Hall responded "We have several things on there already." Mr. Howard continued "Or have a workshop just for that if you would like." Chairman Hall responded "We can decide on that later."

ADJOURNMENT

At 6:03 p.m. Commissioner Travis moved, seconded by Commissioner Williamson to adjourn.
The motion carried unanimously.

Paula P. Seamster
Clerk to the Board

Nathaniel Hall
Chairman
